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NOTE:
Internal only
Prior to "release" outside report must be rewritten
14 NOV 1972
attach ments

MEMORANDUM FOR: Chief, Real Estate and Construction Division, OL

SUBJECT : Annual Review of CIA Headquarters Complex
Langley, Virginia

reviewed.

In response to the Federal Property Management Regulations (FPMR), Subpart 101-47.8, attached is the FY 1972 Agency review of the subject property. This review also constitutes compliance with OMB Circular Number A-2, Revised.

GK.
TZ.

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Chief, Real Estate Branch
Real Estate and Construction Division

- 3 Atts:
Att 1 - Annual Real Property Review
Annex - FPMR 101-47.8, including
Section 101-47.801, Standards
and Guidelines
Att 2 - Plot Plan
Att 3 - 6 Facility Maps and Plans
Map 1 - Existing Land Use Plan
Map 2 - Existing Site Development Plan
Map 3 - Existing Landscape Plan
Map 4 - Proposed Land Use Plan
Map 5 - Proposed Site Development Plan
Map 6 - Proposed Landscape Plan

Distribution:

✓ Orig - OL/RECD Official w/attns
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FY 1972 ANNUAL REVIEW OF REAL PROPERTY
HOLDINGS; HEADQUARTERS COMPLEX
CENTRAL INTELLIGENCE AGENCY
LANGLEY, VIRGINIA

I . INTRODUCTION

The following survey of the Headquarters complex, Central Intelligence Agency, Langley, Virginia, was made in response to the requirement of FPMR 101-47.8: Identification of Unneeded Federal Real Property.

II. GENERAL

The present tract of land comprising the Headquarters complex consists of five separate tracts for a total of 213.1935 acres (see Attachment 2). Acquisition data for the land is as follows:

A. Basic CIA Tract

Area	131.5630 acres
Transferred to CIA on	
15 March 1957 from Bureau of	
Public Roads	
Cost - No Reimbursement	

B. Viner Tract

Area	13.8227 acres
Property Condemned and	
Transferred to CIA on	
12 June 1963	
Cost - \$172,000.00	

C. Rivercomb Tract

Area	12.8279 acres
Property Condemned and	
Transferred to CIA on	
12 June 1963	
Cost - \$130,000.00	

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D. Travers Tract

Area 11.2039 acres
 GSA Purchased Land from
 Travers on 1 August 1966
 Cost - \$145,000.00

E. FHWA Tract

Area 43.7760 acres
 Acquired via GSA on
 18 January 1972
 Cost - No Reimbursement

Total Area 213.1935

Total Cost \$447,000.00

Improvements to the property consist of the following buildings:

Main Building and Power Plant (Completed in 1962)	\$43,819,777
PSD Building (Completed in 1967)	2,215,154
Total	<u>\$46,034,931</u>

Areas of Buildings at Headquarters:

	<u>Office Space</u>	<u>Warehouse and Other</u>	<u>Total Net Sq. Ft.</u>	
Headquarters				STAT
Printing Services Building				

Investment:

Improvements	\$46,034,931
Land (Since 1963)	<u>447,463</u>
Total	<u>\$46,482,394</u>

The entire land area is enclosed by a chain link fence.

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III. CURRENT UTILIZATION

A. Existing Land Use Plan: Drawing No. 1 of 9,
Map 1.

This drawing schematically indicates the existing primary use functions located within designated portions of the Headquarters complex. Use functions consist of utilities, administrative, training, special purpose space, and parking.

B. Existing Site Development Plan: Drawing No.
2 of 9, Map 2.

This drawing is a more refined version of the Land Use Plan. It shows specific areas and structures. It does not, however, spell out actual building designs. Building data follows:

	<u>Gross Sq. Ft.</u>
1. Headquarters Building	
2. Printing Services Building	
3. Power House	
	31,440

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C. Existing Landscape Plan: Drawing No. 3 of 9,
Map 3.

This drawing depicts all existing landscaping, such as, trees, earthberms, grassed areas, and ground cover for the site.

IV . PROPOSED UTILIZATION

Future plans call for the consolidation of all operations in the Washington, D.C., metropolitan area at the Headquarters complex.

A. Proposed Land Use Plan: Drawing No. 5 of 9,
Map 4.

This drawing schematically indicates the proposed primary use functions located within designated portions of the Headquarters complex. Use functions consist of utilities, administrative, training, special purpose space, and parking.

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B. Proposed Site Development Plan: Drawing No.
6 of 9, Map 5.

This drawing shows proposed expansion at the Headquarters complex. It shows specific areas and structures. Seven new structures of approximately [] square feet (gross) and two parking areas are depicted.

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C. Proposed Landscape Plan: Drawing No. 7 of 9,
Map 6.

As the name implies, this drawing depicts all proposed landscape, such as, trees, earthberms, grassed areas, and ground cover for the site.

VI. INFORMATION REQUIRED BY FPMR

With specific reference to the requirements of FPMR 101-47.802(a)(2) which requires comments relative to each of the guidelines outlined in 101-47.801(3)(b) (see Annex), the following information is keyed thereto:

1. The current use of the property indicated in Section III of this annual review, in the opinion of the Agency, constitutes the highest and best use of the property in view of assets currently available to CIA.

(i) The surrounding area contains undeveloped park areas, private dwellings on large lots, the Department of Transportation Research Station, and the George Washington Parkway (see Attachment 2).

(ii) The present utilization, with only a few structures, parking areas, buffer zones, and trees, is compatible with the open area aspect of the surrounding countryside. To the Agency's knowledge, the present use does not conflict with any official plans or programs.

Because of the national security aspects of the present utilization, it is difficult to assess worth monetarily; however, if an equivalent rental charge for the property was added to the program costs, an allocation of appropriated funds would be justified.

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2. We do not consider the operating and maintenance costs excessive as the Headquarters Building is only ten years old and the Printing Services Building is only five years old; we have had a continuous preventive maintenance program in operation.

3. Yes. See paragraph IV, A, B, and C.

4. Yes. All property is essential because of the proposed facility consolidation and buffer zone requirements. See paragraph IV.

5. No portion of the existing property can be released without damaging ongoing or future operations.

6. Buffer zones have been kept to an absolute minimum.

7. Yes. Future plans will require complete utilization of the property. See Maps 4, 5, and 6.

8. No.

9. There have been no developments in surrounding land which have adversely affected the property.

10. Regarding government-owned quarters, not applicable.

11., 12., 13., 14., & 15. Response is negative.

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101-47.801(b)(10)

Subpart 101-47.8—Identification of
Unneeded Federal Real Property

§ 101-47.800 Scope of subpart.

This subpart is designed to implement section 2 of Executive Order 11508 (see § 101-47.4914) which provides that the Administrator of General Services shall (a) establish uniform standards and procedures for the identification of property that is not utilized, is underutilized, or is not being put to its optimum use; (b) survey property holdings of all executive agencies to identify any such properties in those categories; and (c) report any properties so identified which, in the judgment of the Administrator, should be reported as excess property. Section 2 of Executive Order 11508 also provides that the heads of executive agencies shall conform their policies, regulations, and practices to the provisions of the standards and procedures established by the Administrator of General Services. The terms "executive agency," "property," and "excess property" as used in this subpart are defined in Executive Order 11508. The provisions of this subpart are presently limited to fee-owned properties and supporting leaseholds and lesser interests located within the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands. The scope of this subpart may be enlarged at a later date to include properties in additional geographical areas and other interests in property.

§ 101-47.801 Standards.

Each executive agency shall use the following standards in identifying unneeded Federal property.

(a) *Definitions.*—(1) *Not utilized.* "Not utilized" means an entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only.

(2) *Underutilized.* "Underutilized" means an entire property or portion thereof, with or without improvements:

(i) Which is used only at irregular periods or intermittently by the accountable executive agency for current program purposes of that agency; or

(ii) Which is used for current program purposes that can be satisfied with only a portion of the property.

(3) *Not being put to optimum use.* "Not being put to optimum use" means an entire property or portion thereof, with or without improvements, which:

(i) Even though utilized for current program purposes of the accountable executive agency is of such nature or value, or is in such a location that it could be utilized for a different significantly higher and better purpose; or

(ii) The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Government after consideration of property values as well as costs of moving, occupancy, and efficiency of operations.

(b) *Guidelines.* The following general guidelines shall be considered by each executive agency in its annual review (see § 101-47.802):

(1) Is the property being put to its highest and best use?

(i) Consider such aspects as surrounding neighborhood, zoning, and other environmental factors; and

(ii) Is present use compatible with State, regional, or local development plans and programs?

(2) Are operating and maintenance costs excessive?

(3) Will contemplated program changes alter property requirements?

(4) Is all of the property absolutely essential for program requirements?

(5) Will local zoning provide sufficient protection for buffer zones thereby enabling the release of a portion of the property?

(6) Are buffer zones kept to an absolute minimum?

(7) Is the present property inadequate to serve contemplated future programs?

(8) Can net savings be realized through relocation considering property values, costs of moving, occupancy, and increased efficiency of operations?

(9) Have developments on adjoining nonfederally owned land or public access or road rights-of-way granted across the Government-owned land rendered the property or any portion thereof unsuitable or unnecessary for program requirements?

(10) If Federal employees are housed in Government-owned residential property, can the local market provide the

PART 101-47 UTILIZATION AND DISPOSAL OF REAL PROPERTY

101-47.801(b)(10)

necessary housing and other related services, thereby enabling the Government-owned housing area to be released?

(11) Can the land be disposed of and program requirements satisfied through reserving rights and interests to the Government in the property released?

(12) Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, and utility systems?

(13) Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for rights-of-way?

(14) Is land being retained merely because it is landlocked?

(15) Is there land, or space in Government-owned buildings, which can be made available for utilization by others on a temporary basis?

§ 101-47.802 Procedures.

(a) *Executive agency annual review.* Commencing with fiscal year 1971, each executive agency shall make an annual review of its property holdings, which review, to the extent of the properties covered by the review, also shall constitute compliance with the annual review requirements of EOB Circular No. A-2, revised (see § 101-47.4903).

(1) In making such annual reviews, each executive agency shall use the standards set forth in § 101-47.801 in identifying property that is not utilized, is underutilized, or is not being put to its optimum use.

(2) A written record of the review of each individual facility shall be prepared, and a copy of the review record shall be made available to the GSA survey representative at the time of the survey of each individual facility. The written review record shall contain comments relative to each of the above guidelines.

(3) Each executive agency shall, as a result of its annual review, determine, in its opinion, whether any portion of its property is, not utilized, is underutilized, or is not being put to optimum use. With regard to each property, the following actions shall be taken:

(i) When the property or a portion thereof is determined to be not utilized, the executive agency shall:

(A) Initiate action to release the property; or

(B) Hold for a foreseeable future program use upon determination by the

head of the executive agency. Such determination shall be fully and completely documented and the determination and documentation kept available for GSA review (see § 101-47.802(b)(3)(ii)(B)). If property of this type which is being held for future use can be made available for temporary use by others, the executive agency shall notify the appropriate regional office of GSA before any permit or license for the use is issued to another Federal agency or before any out-lease is granted by the executive agency. GSA will advise the executive agency whether the property should be permitted to another Federal agency for temporary use and will advise the executive agency the name of the Federal agency to whom the permit shall be granted.

(ii) When the property is determined to be underutilized, the executive agency shall:

(A) Limit the existing program to a reduced area and initiate action to release the remainder; or

(B) Shift present use imposed on the property to another property so that release action may be initiated for the property under review.

(iii) When, based on an indepth study and evaluation, it is determined that the property is not being put to its optimum use, the executive agency shall relocate the current program whenever a suitable alternate site, necessary funding, and legislative authority are available to accomplish that purpose. When the site, funding, or legislative authority are not available, a special report shall be made to the appropriate regional office of GSA for its consideration in obtaining possible assistance in accomplishing relocation.

(b) *GSA survey.* Pursuant to section 2(2) of Executive Order 11503, GSA will conduct, on a continuing basis, a survey of real property holdings of all executive agencies to identify properties which, in the judgment of the Administrator of General Services, are not utilized, underutilized, or not being put to their optimum use.

(1) Surveys by GSA of the real property holdings of all executive agencies will be conducted by officials of the regional offices of GSA for the property within the geographical area of each region.

(2) The head of the field office of the agency having accountability for the facility will be notified in advance of a scheduled GSA survey and furnished at that time with copies of these regulations.

SUBPART 101-47.8

IDENTIFICATION OF UNNEEDED
FEDERAL REAL PROPERTY

101-47.802(b)(5)

(ii) The head of that field office shall arrange for an appropriate official of the executive agency having necessary authority, and who is sufficiently knowledgeable concerning the property and current and future program uses of the property, to be available to assist the GSA representative in his survey.

→ (2) [Reserved]

(3) To facilitate the GSA survey, executive agencies shall:

(i) Cooperate fully with GSA in its conduct of the surveys; and

(ii) Make available to the GSA survey representative records and information pertinent to the description and to the current and proposed use of the property such as:

(A) Brief description of facilities (number of acres, buildings, and supporting facilities);

(B) The most recent utilization report or analysis made of the property including the written record of the annual review made by the agency, pursuant to § 101-47.802(a), together with any supporting documents;

(C) Maps, drawings, and lay-out plans;

(D) Plans of use; and

(E) Agency use criteria.

(4) Upon receipt of notification of the pending GSA survey, the executive agency shall initiate action immediately to provide the GSA representative with an escort into classified or sensitive areas or to inform that representative of steps that must be taken to obtain necessary special security clearances or both.

□ (5) Upon completion of the field work for the survey, the General Services Ad-

ministration (GSA) representative will so inform the executive agency official designated pursuant to § 101-47.802(b) (1). To avoid any possibility of misunderstanding or premature publicity, preliminary findings will not be discussed with this official. The GSA regional office will evaluate and incorporate the results of the field work into a survey report and forward the survey report to the GSA Central Office. The GSA Central Office will notify the head of the executive agency or his designee, in writing, of the survey findings. A copy of excerpts from the survey report will be enclosed when a recommendation is made that some or all of the property should be reported excess, and the comments of the executive agency will be requested thereon. The executive agency will be afforded a period of 20 calendar days from the date of the notice in which to make such comments. If the executive agency concurs in the survey recommendations, the case will be closed at such time as the agency reports the property excess to GSA for disposal. If the executive agency disagrees with the survey recommendations, the GSA Central Office will attempt to reach an accord with the agency on those matters in dispute. Failing to reach an agreement with the agency, the GSA Central Office will submit the case to the Property Review Board for review and recommendations to the President as prescribed in sections 2(3) and 3 of Executive Order 11508. If comments are not received from the executive agency within the prescribed time period, the GSA Central Office will submit the case immediately without such comments.

(NEXT PAGE IS 4741)

§ 101-47.4914 Executive Order 11508

(a) Page 1 of Executive Order 11508

Executive Order 11508

**PROVIDING FOR THE IDENTIFICATION OF UNNEEDED FEDERAL
REAL PROPERTY**

WHEREAS proper management and use of the Nation's resources require a continuing and critical review of real property held by the Federal government in order to insure that each such property is promptly released by the agency concerned for appropriate disposition whenever changing program requirements of the agency, or other considerations, obviate the need of the agency for such property; and

WHEREAS existing law, including the Federal Property and Administrative Services Act of 1949, as amended (hereinafter referred to as "the Act"), authorizes the President to prescribe property utilization and disposal policies consistent with and deemed necessary to effectuate its provisions; and

WHEREAS I have determined that it would be in the public interest to enunciate a uniform policy for the Executive branch of the Government with respect to the identification of excess real property holdings, and to establish uniform procedures with respect thereto, in order to insure the prompt identification and release by executive agencies of real property holdings that are no longer essential to their activities and responsibilities:

NOW, THEREFORE, by virtue of the authority vested in me by section 205(a) of the Act (40 U.S.C. 486(a)), and as President of the United States, it is hereby ordered as follows:

SECTION 1. In conformity with sections 202 (b) and (c) of the Act (40 U.S.C. 483(b) and (c)), the head of each executive agency, consistent with the policies set forth in Bureau of the Budget Circular No. A-2, Revised, shall:

- (1) institute immediately a vigorous and complete survey of all real property under his control; and
- (2) make a report to the Administrator of General Services within sixty days of the date of this order, listing any such property or portion thereof, and state whether it is not utilized, is underutilized, or is not being put to its optimum use.

SEC. 2. The Administrator of General Services shall:

(1) within sixty days of the date of this order, and in implementation of the policies set forth in Bureau of the Budget Circular No. A-2, Revised, establish uniform standards and procedures for the identification of real property that is not utilized, is underutilized, or is not being put to its optimum use, and the heads of other executive agencies shall thereafter conform their policies, regulations, and practices to the provisions of such standards and procedures;

(2) within sixty days of the date of this order, institute, and thereafter conduct on a continuing basis, a survey of the real property holdings of all executive agencies to identify properties which in his judgment are not utilized, are underutilized, or are not being put to their optimum use; and

PART 101-47 UTILIZATION AND DISPOSAL OF
REAL PROPERTY

101-47, 4914

§ 101-47, 4914 Executive Order 11508

(b) Page 2 of Executive Order 11508

(3) make reports to the President, listing any property or portion thereof (identified either by Executive agencies or as a result of the Administrator's survey) which has not been reported excess and which in the Administrator's judgment is either not utilized, is underutilized, or is not being put to its optimum use, and which in his judgment should be reported as excess property.

SEC. 3. (a) The reports required of the Administrator of General Services by section 2 of this order shall be made to the President through a Property Review Board, which is hereby established.

(b) The members of the Property Review Board shall be the Director of the Bureau of the Budget, the Chairman of the Council of Economic Advisers, the Chairman of the Council on Environmental Quality, the Administrator of General Services, and such other officers or employees of the Executive branch as the President may from time to time designate. One of the members of the Board shall be designated by the President as Chairman. The Board shall have an Executive Secretary, who shall be appointed by the President.

(c) The Property Review Board shall review the reports made by the Administrator of General Services pursuant to section 2 of this order, as well as other reports to the President making recommendations for the use or disposition of specific parcels of real property, with particular attention to conflicting claims on, and alternative uses for, any property listed in such reports. The Board shall then make such recommendations to the President as it deems advisable regarding the use or disposal of such property.

SEC. 4. As used in this order:

(1) the term "executive agency" means "executive agency" as defined in section 3(a) of the Act (40 U.S.C. 472(a)):

(2) the term "property", however modified, means real property, or an interest therein, which is covered by the definition of "property" set forth in section 3(d) of the Act (40 U.S.C. 472(d)), and also lands withdrawn or reserved from the public domain which are utilized by executive agencies for purposes other than national forests or national parks; and

(3) the term "excess property" means "excess property" as defined in section 3(e) of the Act (40 U.S.C. 472(e)).

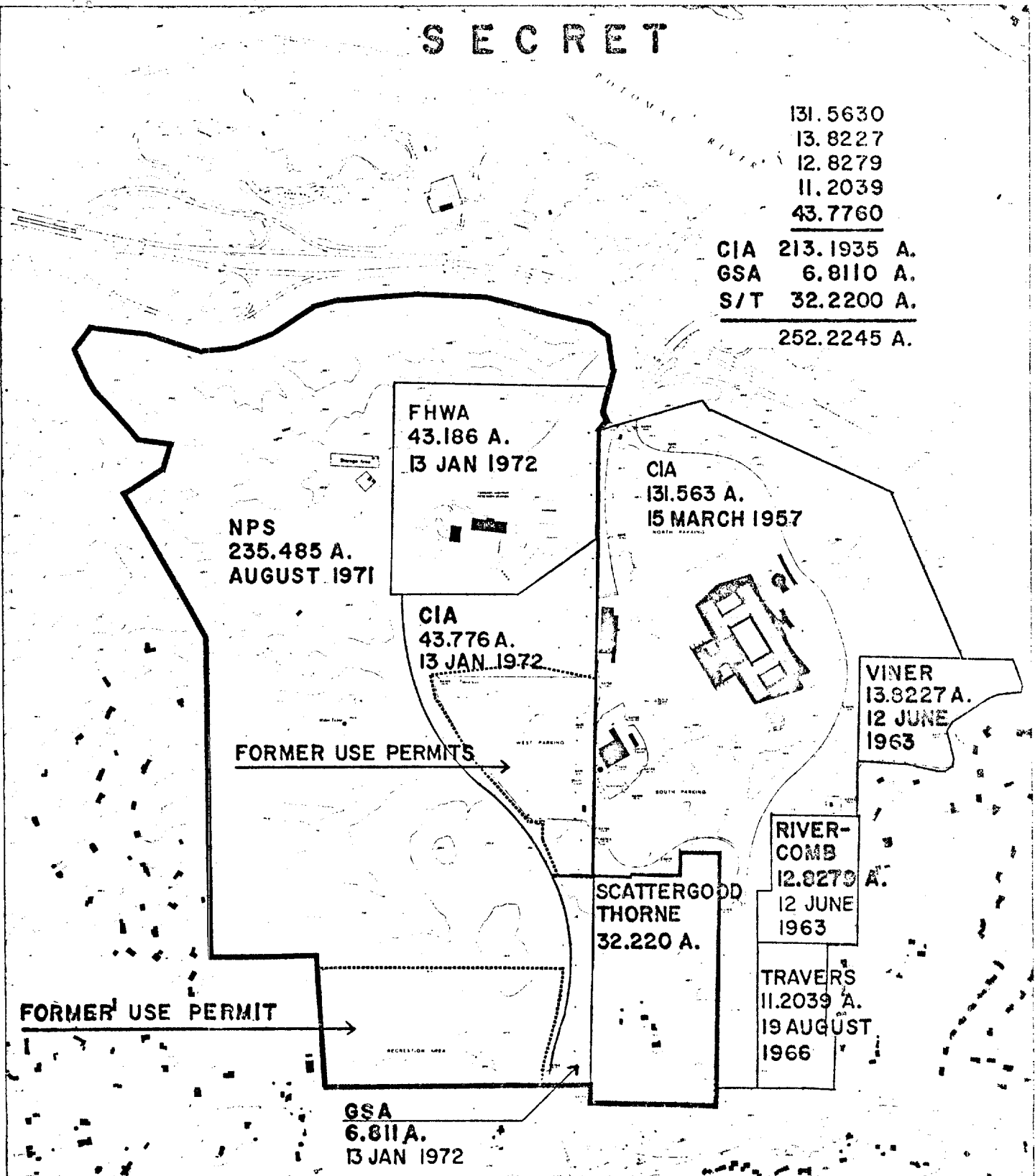


THE WHITE HOUSE,
February 10, 1970.

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PRELIMINARY MASTER PLAN CENTRAL INTELLIGENCE AGENCY

EXISTING LAND USE PLAN

scale 1" = 200'

DEPARTMENT
OF
TRANSPORTATION

NATIONAL
PARK
SERVICE
AREA

LEGEND

- buffer - natural & landscaped
- administration
- service & utilities
- parking
- roads

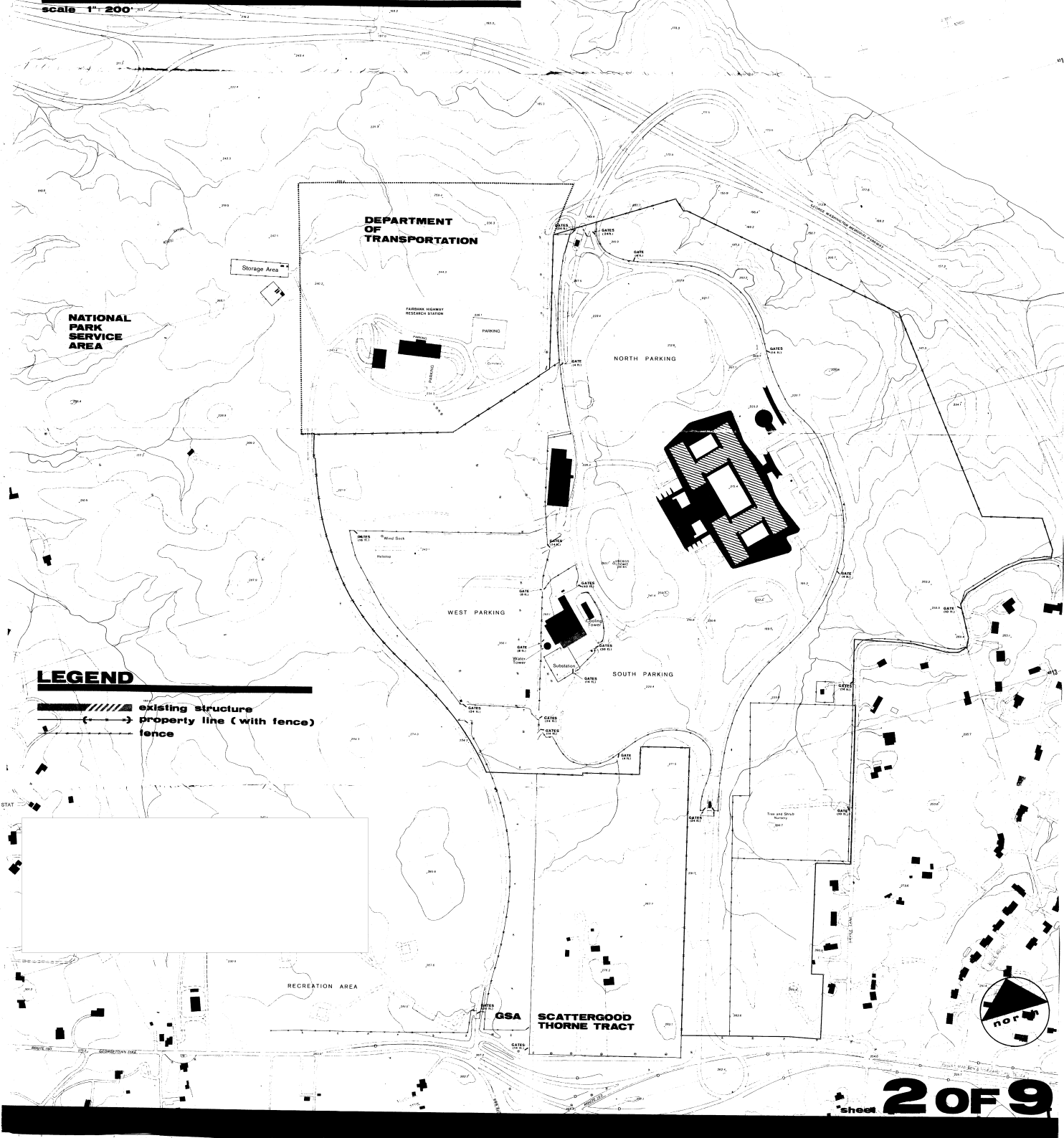
GSA
SCATTERGOOD
THORNE TRACT



sheet 1 OF 9

PRELIMINARY MASTER PLAN CENTRAL INTELLIGENCE AGENCY

EXISTING SITE DEVELOPMENT PLAN

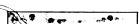


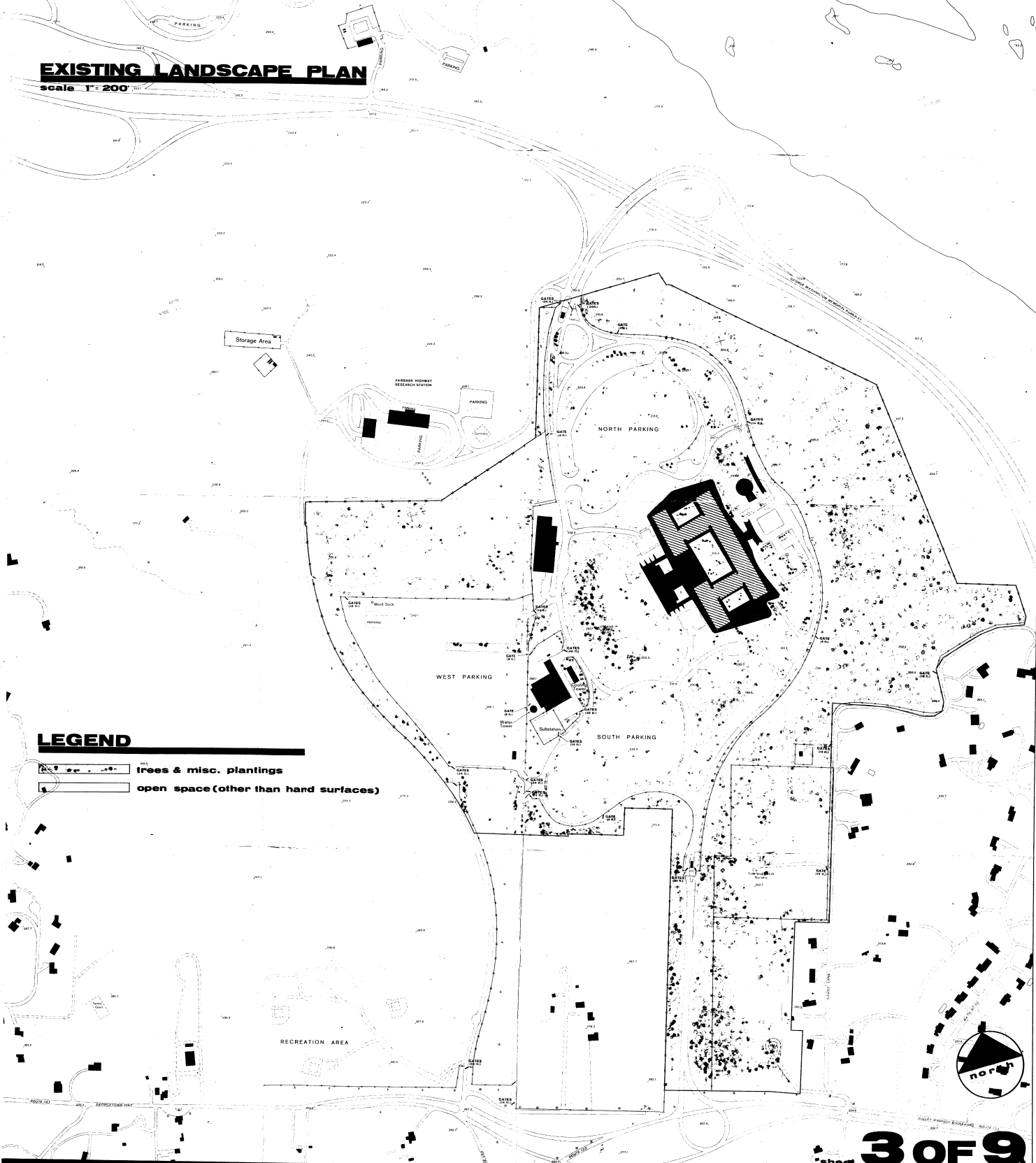
PRELIMINARY MASTER PLAN CENTRAL INTELLIGENCE AGENCY

EXISTING LANDSCAPE PLAN

scale 1" = 200'

LEGEND

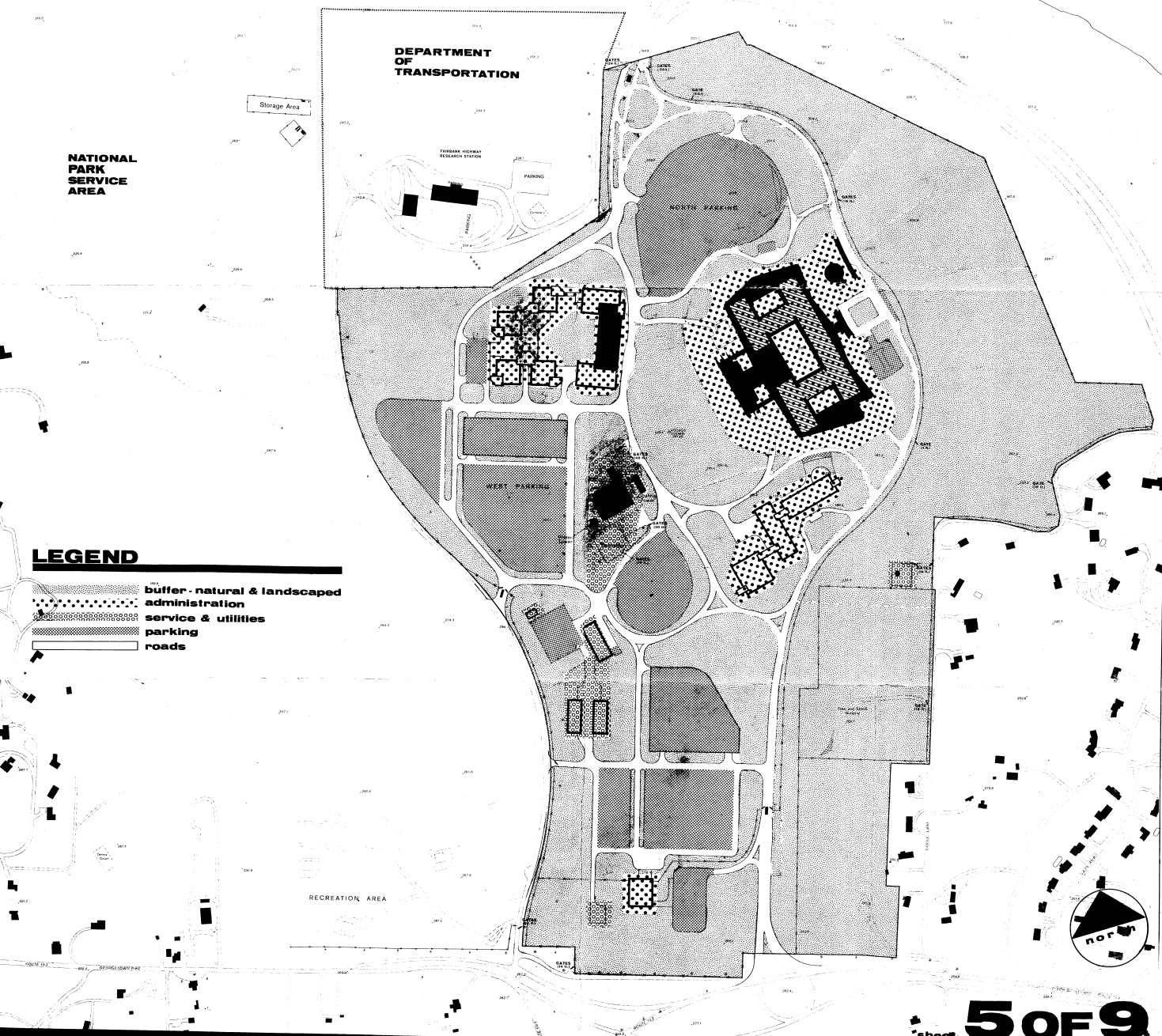
-  trees & misc. plantings
-  open space (other than hard surfaces)



PRELIMINARY MASTER PLAN CENTRAL INTELLIGENCE AGENCY

PROPOSED LAND USE PLAN

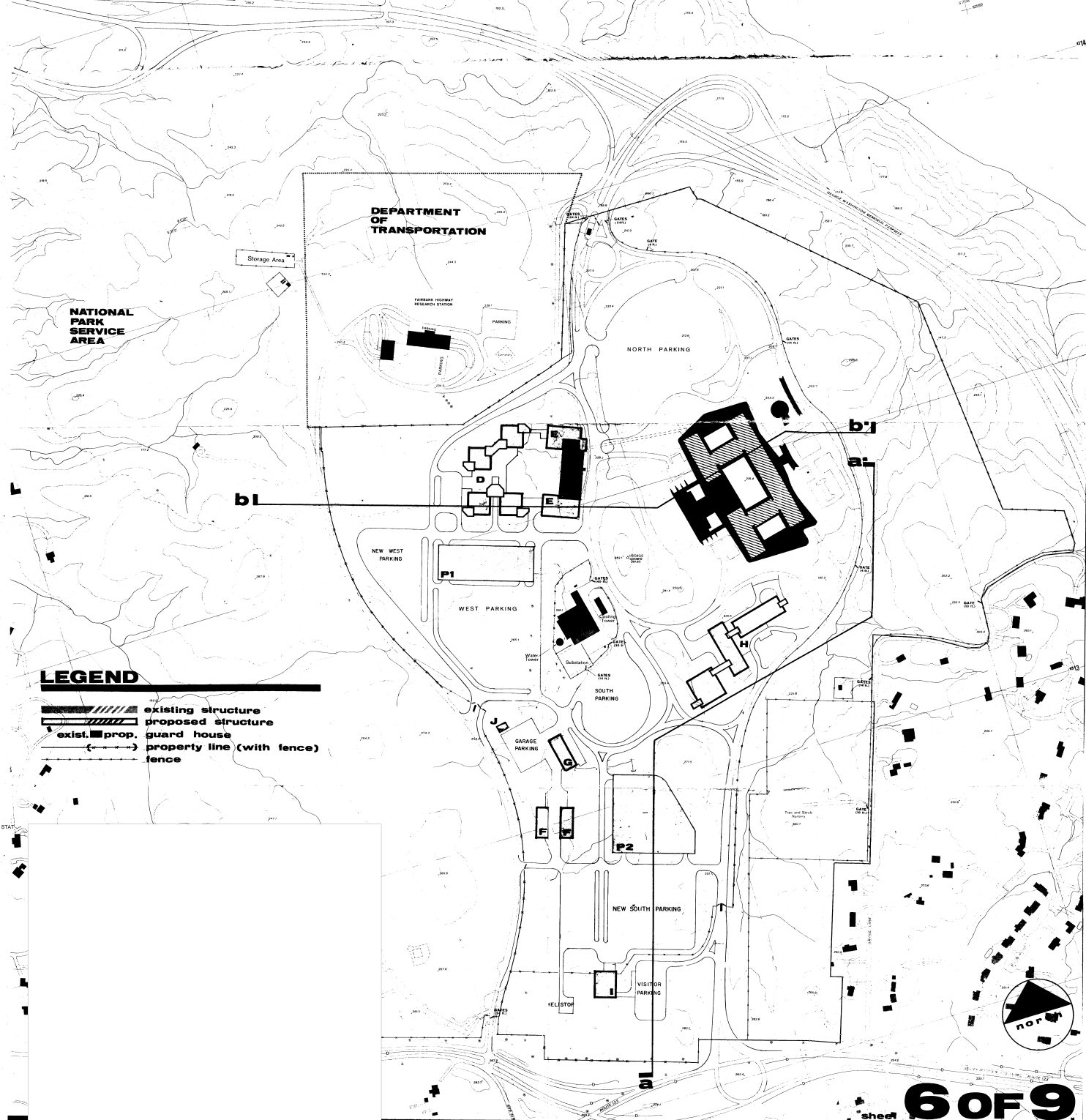
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PRELIMINARY MASTER PLAN CENTRAL INTELLIGENCE AGENCY

PROPOSED SITE DEVELOPMENT PLAN

scale 1" = 200'



PRELIMINARY MASTER PLAN CENTRAL INTELLIGENCE AGENCY

PROPOSED LANDSCAPE PLAN

Scale 1" = 200'

